WordSprint

User Manual

Your computer can read out this manual!
You can find this manual under Documents in the WordSprint folder (this is default C:\Program Files\WordSprint english\Word Documents).
Do not forget to turn on the volume of your computer!

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WordSprint has been developed in association with vzw Die-'s-Lekti-kus and is based on the expertise of vzw *Eureka* Education.

Technologie & Integratie
St-Pietersnieuwstraat 41
9000 Gent, België
sprint@tni.be
www.tni.be

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Chapter 1 - Introduction

1.1 Target group

WordSprint helps children, youngsters and adults with reading, writing and spelling problems, like for instance dyslexia. WordSprint can be used for remediation and practice with young children. But also to prepare texts and lessons. It can even be used to learn foreign languages. For pupils in secondary school or students in the higher education it can be a very useful appliance. Also adults can get much profit out of it.

1.2 Sprint objectives

WordSprint reads out texts and documents. Listen to the complete text or have Sprint read out the text per sentence or per word. You also hear what you type. That way, you notice typing errors much faster. WordSprint can read words syllabically or can spell the words phonetically. Sprint can search for all homophones in a text, like 'meet' and 'meat'. By means of a drawing, a short explanation or a sample sentence you quickly select the correct word.

WordSprint has its own word processor, but you can also use it in Microsoft Word. You use the Word toolbar to help you with reading, writing and spelling. Sprint reads internet texts or mails as well.

1.3 System requirements

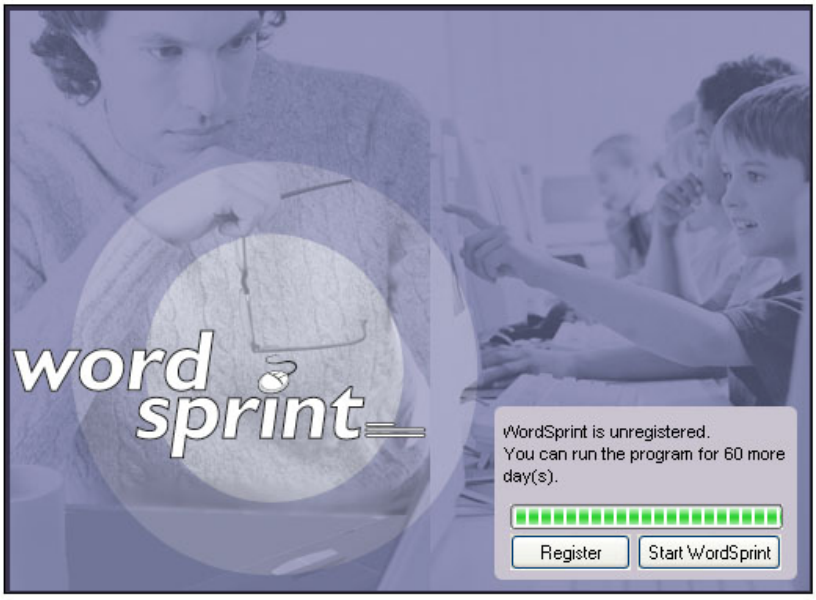
In order to use WordSprint efficiently, the system has to meet some minimum requirements.
The minimum system requirements are the following:

- Pentium II PC (300 MHz) or faster
- 64 MB RAM
- MS Windows 98 or Windows NT, or later
- Sound card (preferably 16 bit), compatible with Multimedia system (MMSYSTEM).

For the Word toolbar you need Word 2000 or higher. The toolbar can be used in Word 97, but with some restrictions.

1.4 Licences

WordSprint is protected by software protection. When you start up the program, you see the next window:



Click **Register** and follow the steps of the registration process. For this, you need the WordSprint serial number. This serial number is on the registration card. This card tells you

- how to register Sprint
- how to transfer WordSprint from one computer to another
- how to remove the license and install it again later

Click **Start Sprint** if you wish to register later. For 30 days you can start up WordSprint without registering. After that, registration is necessary in order to start Sprint.

Chapter 2 - Installation and first use

2.1 Installation

Put the WordSprint CD-Rom in the CD-Rom drive. When installation does not start immediately, go to **Start > Run** and start the setup of the CD-Rom. Follow the instructions on the screen in order to install the program correctly. During installation, choose whether you wish to install the Word toolbar or not.

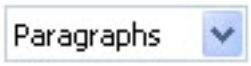
2.2 Listening to the manual

Sprint can read out this manual: Start up WordSprint, open the file 'SprintMan.rtf' and click this button to have WordSprint read the whole document:

Sprint can also read the manual in Microsoft Word.

Chapter 3 – Short Manual

Word toolbar

	Read the **complete** text.
	Read rest of text (from the position of the cursor onwards). Don't change anything in the document while WordSprint is reading.
	Read previous, current or next.
	Select the **units** you want to hear: • words • sentences • paragraphs • read phonetically (sound by sound) • syllables • synthesis: sound by sound and then the word • spell: sound by sound like in the alphabet
	Voice speed • read slowly • default speed • read fast • read very fast With you can refine the speed.
	Stop speech.

Click and read. Use this to read only difficult words or parts of the text.

- First click this button.
- Then click on a word in the text.
- Sprint reads the preset unit: paragraph, sentence, word …

- Disable **Click and read** by clicking the button again.

(a) Voice and language

- Adjust the volume.
- Define the voice speed.

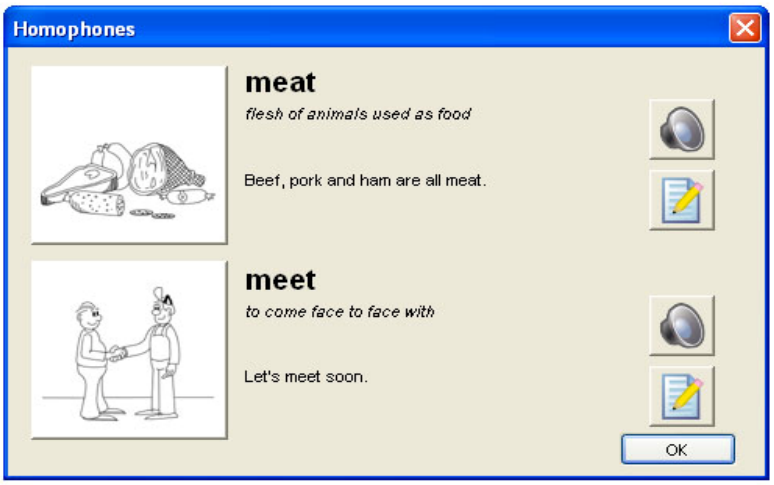
(b) Homophones

- Click this button to mark the homophones. Homophones are words that sound the same, but that are spelled differently, like 'meat' and meet.

meat meet

meat and meet

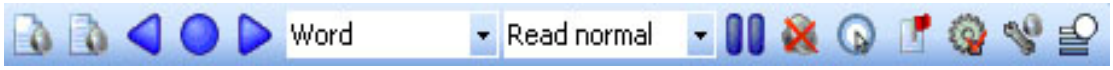
- WordSprint underlines words like 'meet' and 'meat' and puts them in blue in the Sprint word processor. In Word WordSprint puts them in a box.
- Double click in a box. Sprint displays a drawing, some explanation and sample sentences.



	• Click the speaker next to a homophone. WordSprint reads the explanation and sample sentences. • Click the drawing of the right word. This word is then inserted into the text. • Click the button again to switch off homophones.

Chapter 4 – Sprint for beginners

4.1 How can WordSprint read texts in Word?



- Open an existing document in Word. Or create a new document!
- Use the toolbar which you see above.
- You can find explanation on all buttons in the previous text.

4.2 How can I listen to difficult words in a text?

- Select **Words** in the list next to the blue arrow.
- Click the **Click and read** button.
- Click on a difficult word in the text. Sprint reads the word immediately.

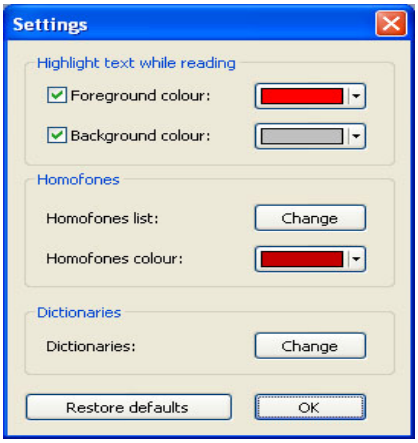
4.3 How can I track WordSprint's reading?

While reading, Sprint **colours the words you hear**.
With a second colour, WordSprint can mark the sentence or paragraph that is being read.

To switch on or off this option:

Click the following button:

You can see this window:



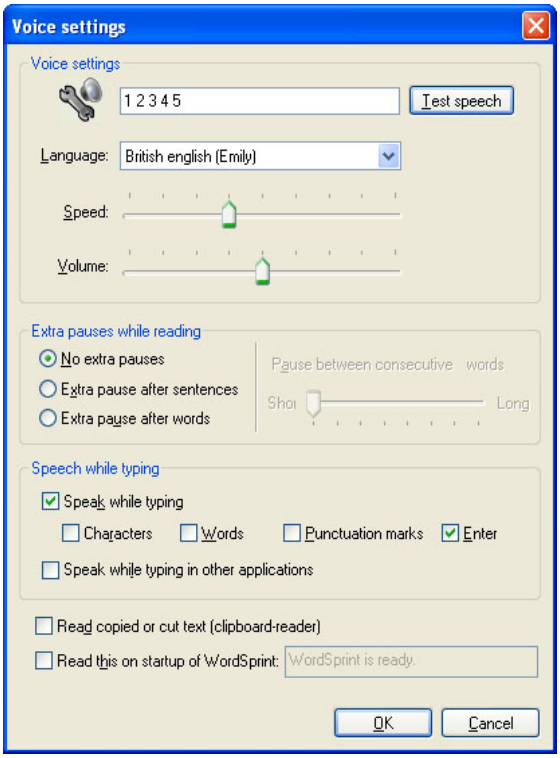
Check the **Foreground colour** option. Sprint then colours the words while reading.
Check the **Background colour** option. WordSprint then colours the full sentence or paragraph while reading.

To change the colours:
Click **Change** and choose a colour.

4.4 How can Sprint read as I type?

Click this button:

You can see this window:



- Check **Speak while typing**
- Check **Speak while typing in other applications** (You have to enable this for Word).
- Choose when WordSprint should read. (after each character, after every sentence…)

4.5 How can WordSprint pause between words or sentences?

If you want pauses between words, Sprint can read a text or wordlist word by word. WordSprint can also read the whole text and automatically add word pauses.

A. word by word

- Select **Words** in the list next to the blue arrow in the Sprint toolbar.
- Use the blue buttons. Read the previous, current or next word.

B. whole text

- Click the **Voice settings** button.

- Under **Extra pauses while reading**, check **Extra pause after words or Extra pause after sentence**s.
- Choose the length of the pause.
- Close the **Voice settings**.
- Open a wordlist and click the **Read complete text** button.

- Under **Extra pauses**, choose **No extra pauses** to read normally again.

4.6 How can WordSprint read email, internet?

Use Sprinter to read internet or email.

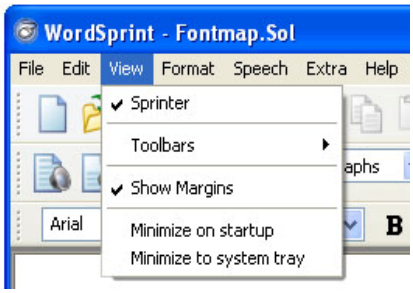
To start up Sprinter:

- Right click the Sprint icon at the bottom of the screen (next to the clock).

- Choose **Sprinter** in the menu.

You can see the following button on the screen:

You can also start up Sprinter as follows. Start up the WordSprint word processor. Choose **View** in the menu bar and then choose **Sprinter**.



The Sprinter button appears on the screen.

Listening to text

- Select the text you want Sprint to read.
- Then click the Sprinter button.
- The button changes into a square and Sprint reads the text.
- Click the square to stop speech.

To select text:

- Move the mouse pointer to the beginning of the part of the text.
- Hold the left mouse button.
- Move the mouse pointer to the end of the text.
- Let go of the mouse button.

- To select a word, double click the word.

- To select a paragraph, quickly click three times in that paragraph.

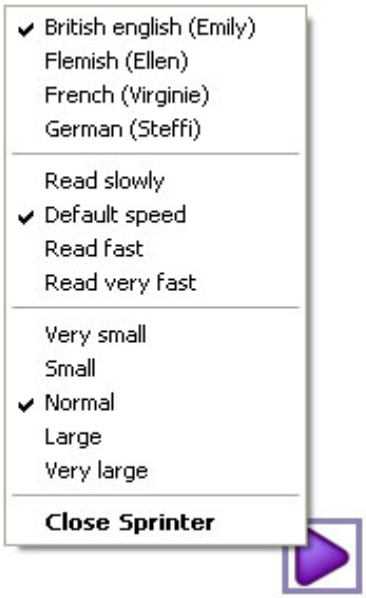
- Choose **Select all** or press **Ctrl+A** to select the whole text.

How to move Sprinter?

- Click the sprinter button and hold the left mouse button.
- Now move the mouse to the desired position.

Sprinter settings

Right click Sprinter. A menu appears.

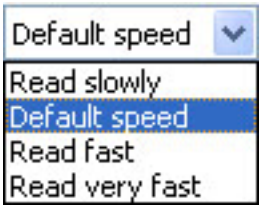


With this menu you can:

- choose the language of the reading voice.
- change Sprinter's size.
- close Sprinter.

4.7 How can WordSprint read faster or slower?

In the toolbar you can adjust the speed. Choose between **Read slowly**, **Default speed**, **Read fast** and **Read very fast**. You can also set the speed with this button:



Internet or email

To read emails or internet pages, use the Sprinter button. WordSprinter uses the same voice settings as in Word and Sprint. To read faster or slower, set the desired speed in Word or WordSprint.

4.8 How can I scan text and read that text?

To scan text, you need:

- a scanner.
- software that converts the scanned page into text (like Omnipage Pro).

When the document is converted into text, Sprint can read the text.

4.9 How do I work with the WordSprint word processor?

Sprint contains a simple, speaking word processor. It has the same features as the WordSprint toolbar in Word.

Open Sprint by means of this button on the desktop.

In the WordSprint word processor, you can:

- use extra big buttons to make it easier to read your documents.
- mark key words or key sentences with the markers.

  Sprint then summarizes the text. This makes studying easier.
- save the whole text as a sound file (WAV or MP3). That means you don't always need a computer to listen to a document. You can even study while you are walking or cycling.

Note that in this program you cannot open Word texts! (But you can also use the markers tools in a Word document.)

Chapter 5 – WordSprint for advanced users

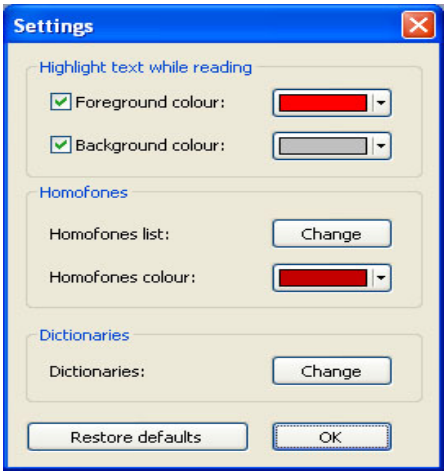
5.1 Adjusting the pronunciation of words

Some words will not be pronounced correctly. Proper names can easily create problems. By means of the pronunciation dictionary you can adjust the pronunciation of words.
You can also replace words. You can, for instance, replace 'DA' by 'Disctrict Attorney'.

Click the **Settings** button.

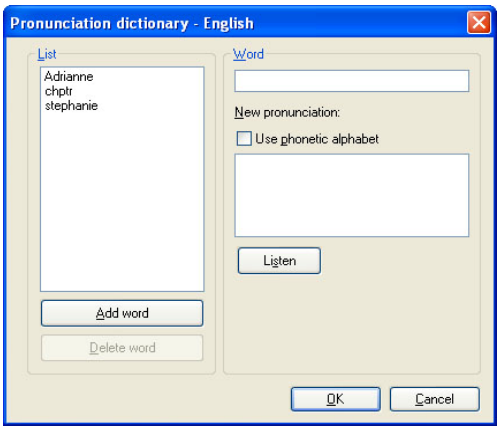
The Settings window appears.

- If you're working with Word, this Settings window appears:



- If you're working with the Sprint word processor, this Settings window appears:

Click **Change/Edit** next to Dictionaries. The following window then appears:



Click **Add word** to add a new word to the list. Type the word in the right top corner. Below that, type the new pronunciation. Use the phonetic alphabet for this (see Appendix). Or try a different spelling for the word so that it is pronounced correctly:

Example: Stephanie

Fonetic: stEfAnI

Other spelling: stefani

If you want to adjust a word from the list, click the word and adjust the pronunciation. To delete a word from the list, click the word and then the **Delete word** button.

WordSprint can read out abbreviations as full words.

Example: e.g. : for example, exc. : except, etc. : et cetera

5.2. How can I mark and summarize text?

In Word

1. Click the **Marker** button of the **Reviewing** toolbar.

2. Select the text or picture that you want to mark with the mouse pointer. If you want to mark a word, click this word twice. If you want to mark a paragraph, click the paragraph three times.

3. Select the next element that you want mark.

4. If you want to stop marking, click the Marker button once more or press ESC.

In Word you can generate an automatic summary of a document: Click **Auto summary** in the **Extra** menu. Choose the type of summary and the percentage of the original document or the summary level.

In Sprint

In the WordSprint toolbar you find a number of markers (red, yellow, blue and green).

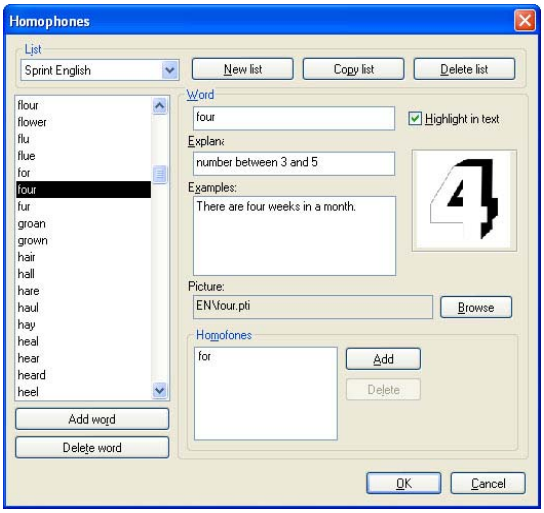
Use these to mark key words or key sentences in a document. Use **Wipe markings** to undo markings:

Click the **Summarize** button to get a summary of your markings. The summary will put all marked words and sentences in a new document.

5.3 Adding homophones

You can complete or adjust the list of homophones.
Click the **Settings** button.

Click **Change** next to the list of homophones. The following window appears:



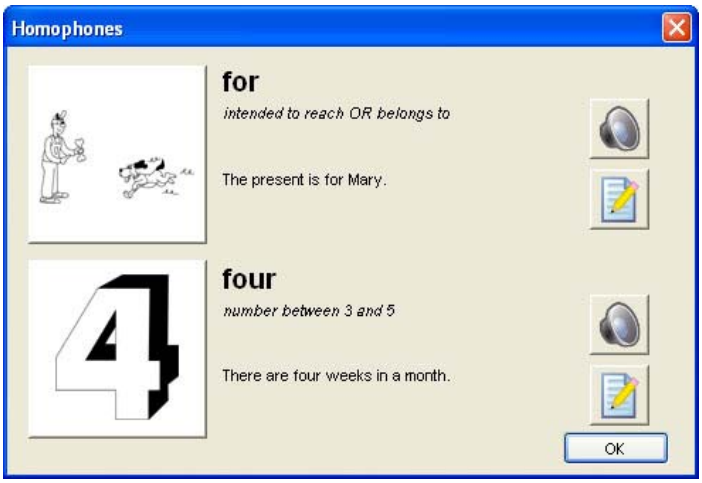
Click on a word in the list. On the right-hand side you see:

- the word
- a short explanation
- one or more sample sentences
- the picture

You can change the explanation and the sample sentences in this window. Click **Browse** if you want to use an other picture.

If you uncheck **Highlight in text**, this word is no longer marked as a homophone in the text.

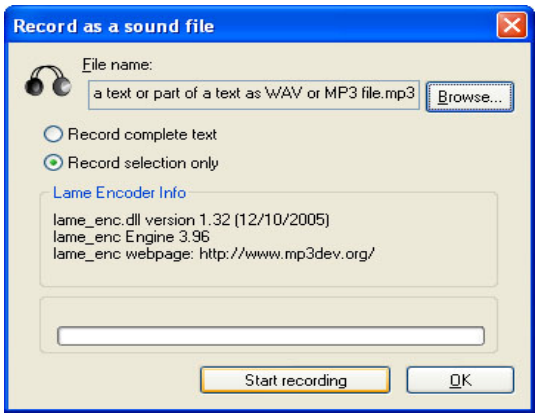
In the Homophones window, you can connect the words through the **Add** button. The word 'four', for instance, is connected to the word 'for'. When you double-click the homophone 'four' in a text, this window pops up:



5.4 Saving text as sound file

In Sprint, you can save a text or part of a text as WAV or MP3 file. You can then play this sound file on any computer. Or listen to it with an MP3 player. You can only save a text as sound file in the WordSprint word processor.

Open or type the document that you want to save as sounds file. If you wish to save only a part of a text, then first select that part in your document. Select **Speech** in the menu bar and choose Record Text



Give the sound file a name. Click OK. The recording of the sound file starts. The beginning and ending of the recording are marked by a distinctive sound.

Chapter 6 – SprintPDF

WordSprintPDF reads out digital PDF documents like handbooks, (school) books, course books and other documents. If one of your schoolbooks is digitally available you don't need to scan it. SprintPDF gives you the possibility to fill in worksheets in exercise books and to have them print. WordSprint PDF helps out teachers, students, pupils and parents to gain in time. It is especially adapted to children, students and adults suffering from dyslexia.

6.1 How to read PDF documents in SpintPDF?

How to open a document?

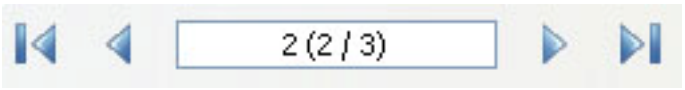
- Click to open a file or choose **File > Open** to open a document.
- Select the PDF document you want to read.
- Click **Open**

How to read a document?

	Read complete text
	Read rest of text
	Read **previous/current/next (word/sentence/page)** depending on what you have selected.
	Click and read Is useful to read complicated parts of texts or to read difficult words. • Click **click and read** to activate the 'click and read' action. • Click a word in the text • Sprint PDF will read the word, sentence or page, depending on what you have selected. • To switch out the 'click and read' option click the 'click and read' button again.

How to browse a PDF document?

Use the browser in the menu bar:

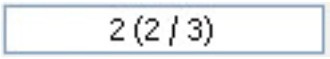


Next page

Previous page

Go to last page

Go to first page



Click the browser, enter the page you want to consult and press enter

How to zoom in/out?

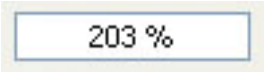
With the zoom you can define the format of your text document.

Fit page

Page width

Zoom out

Zoom in

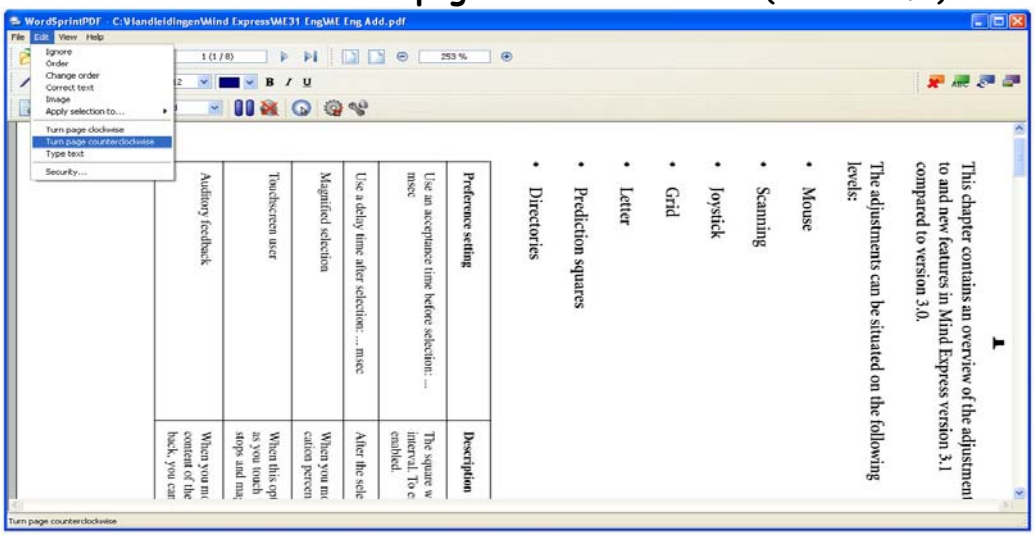


Click this window and fill in the desired page size.

How to turn a page?

PDF documents can be turned 90% to the left or to the right. This tool is useful when a document is turned over when opening it. With this function allows you to set your document right.

- Select **Edit > Turn page clockwise** (to the right)
- Select **Edit > Turn page counterclockwise** (to the left)



6.2 How to fill in a PDF document?

The **start typing** function in WordSprintPDF allows you to fill in the worksheets of your exercise book and to print your answers.

Depending on the security of the PDF document:

- The entire sheet will be printed.
- The questions will be printed faded and the answers plain.
- Only the answers will be printed.

Use the **pen** in the toolbar to fill in your worksheets.

- Click *Start typing*
- Click the place you want to fill in
- Type your answer on your worksheet

To hear your answers click

6.3 How to edit a PDF document?

With these 4 functions you can edit PDF documents to obtain optimal reading results.

Ignore tool: To avoid reading unnecessary information like page number, title, etc.

Order tool: With this tool you can define the reading order of the document. It is useful when you are reading a document set up in columns.

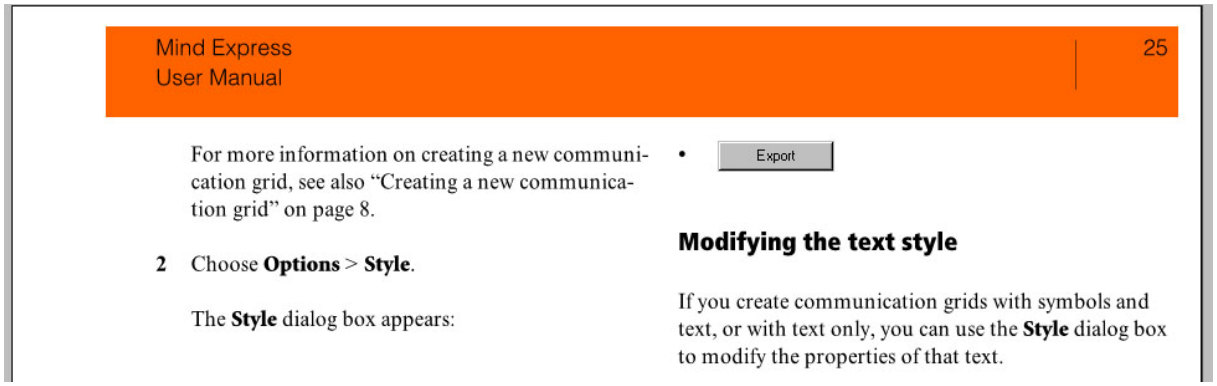
Correction tool: To read symbols, math formulas, abbreviations, etc.

Image tool: To read titles of figures and tables.

How to avoid reading unnecessary information?

With the Ignore tool : SprintPDF does not read unnecessary information like page, numbers etc.

- Click the ignore tool
- While holding the left mouse button, move the orange field that appears over the part of the text you don't want to hear, when the part you want to ignore is selected release.


Mind Express
User Manual
25
For more information on creating a new communication grid, see also "Creating a new communication grid" on page 8.
2 Choose Options > Style.
The Style dialog box appears:
Export
Modifying the text style
If you create communication grids with symbols and text, or with text only, you can use the Style dialog box to modify the properties of that text.

How to undo the Ignore tool?

- Click the Ignore tool
- Click the orange field. Black squares appear on the corners of the field.
- Delete

To select several fields at once: Ctrl + left mouse click.

How to define the reading order?

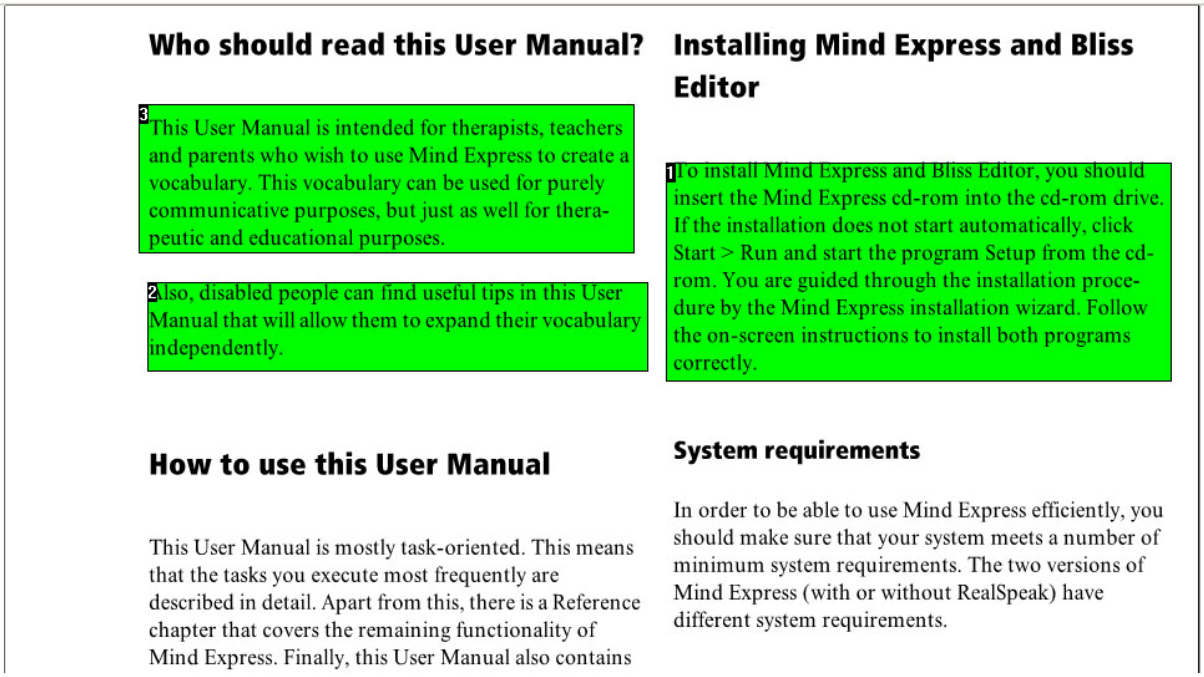
With the order tool

you can select parts of text and mark them to define a reading order. If you want WordSprintPDF to read a document with a column setup select the first column and then the second one to avoid Sprint to read them as continuous text.

- Click the order tool

- While holding the left mouse button move the green field over the first part of the text you want to hear, when your selection is done release.
- Repeat this step to select other parts of text.
- The fields are automatically numbered (an order number appears on the left corner top of the selected fields).
- If you want to change the reading order of the selected text, go to the menu bar and select **Edit > Change order**. Click the green fields in the order you want them to be read.

- To have them read click


Who should read this User Manual?
3This User Manual is intended for therapists, teachers and parents who wish to use Mind Express to create a vocabulary. This vocabulary can be used for purely communicative purposes, but just as well for therapeutic and educational purposes.
2Also, disabled people can find useful tips in this User Manual that will allow them to expand their vocabulary independently.
How to use this User Manual
This User Manual is mostly task-oriented. This means that the tasks you execute most frequently are described in detail. Apart from this, there is a Reference chapter that covers the remaining functionality of Mind Express. Finally, this User Manual also contains
Installing Mind Express and Bliss Editor
1To install Mind Express and Bliss Editor, you should insert the Mind Express cd-rom into the cd-rom drive. If the installation does not start automatically, click Start > Run and start the program Setup from the cd-rom. You are guided through the installation procedure by the Mind Express installation wizard. Follow the on-screen instructions to install both programs correctly.
System requirements
In order to be able to use Mind Express efficiently, you should make sure that your system meets a number of minimum system requirements. The two versions of Mind Express (with or without RealSpeak) have different system requirements.

Note once you have selected a part or parts of the text with the order tool, WordSprint PDF will only read the selected items on this page. If you want SprintPDF to read other parts of the page you have to select this text first!

To undo the order tool, click

and click the green field, then Delete. (To select more than one file: Ctrl + left mouse click.

How to read symbols, formulas, abbreviations etc. in the text?

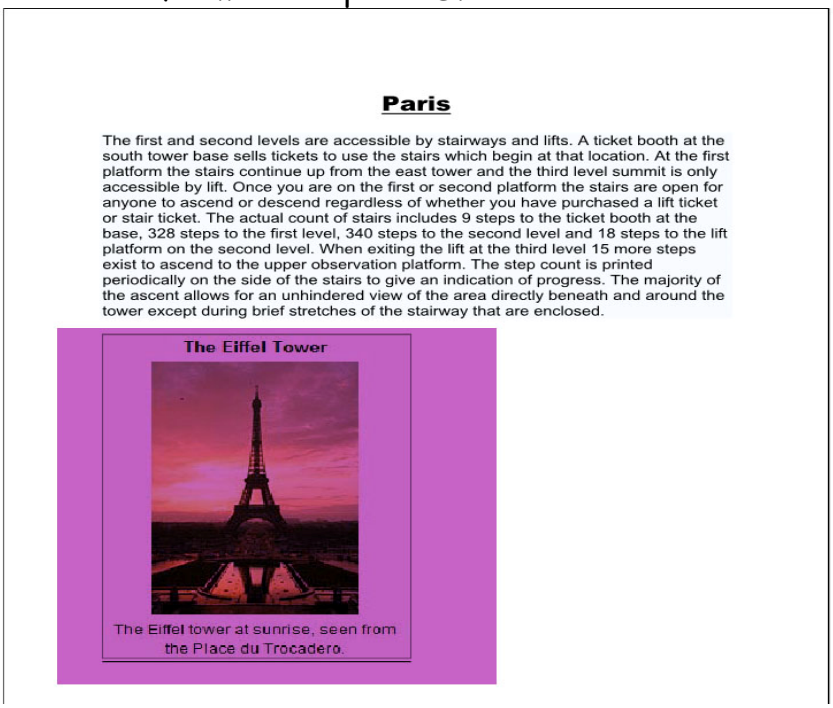
With the correction tool WordSprintPDf is able to read symbols and maths formulas.

- Click the correction tool
- While holding the left mouse button move the blue field over the symbol or formula you want to hear, then release.
- When releasing the left mouse button a *correction window* appears.
- Type the meaning of the symbol
- Click Ok

How to read titles and explanation of tables and figures.

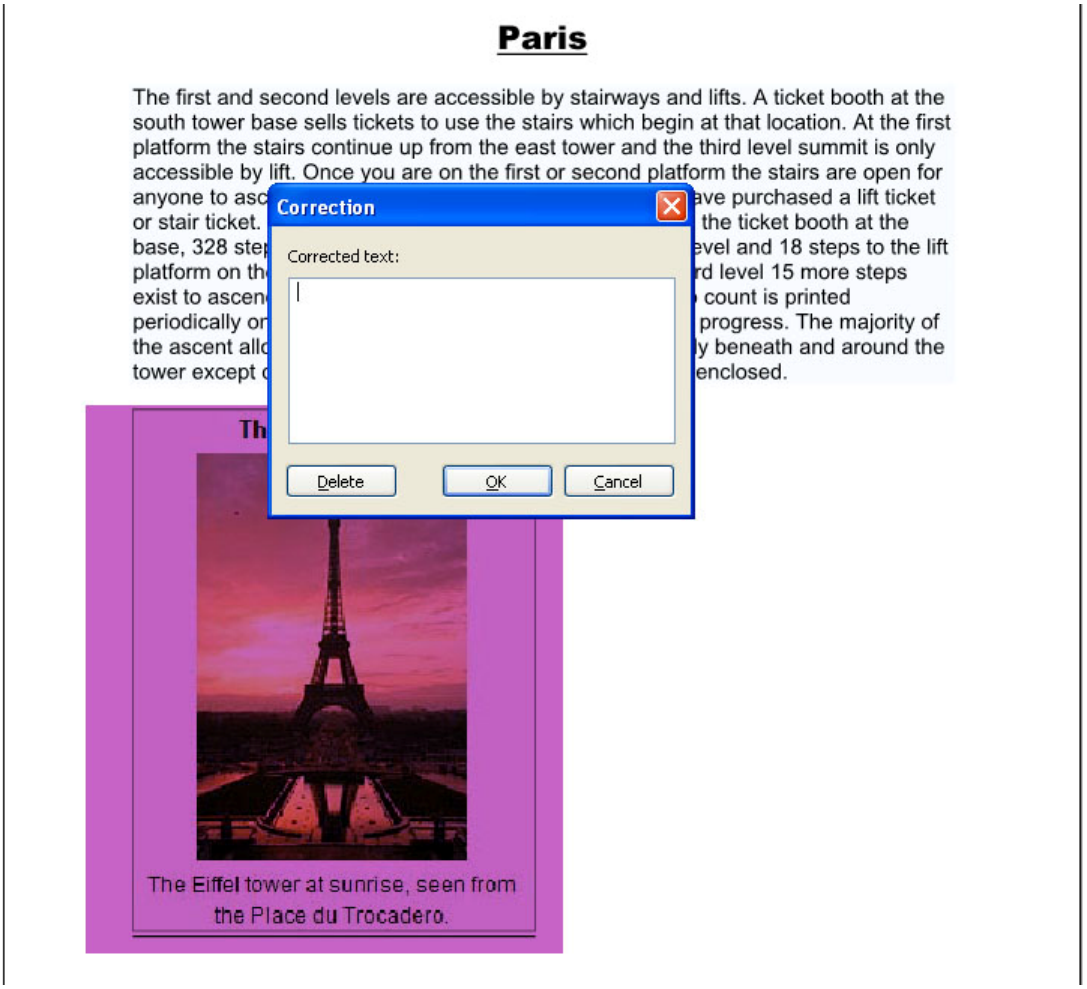
With the image tool you can read titles and explanation of tables and figures.

- Click the figure tool
- While holding the left mouse button move the purple field over the title and figure and then release.
- Click the table or frame and SprintPDF will read the title or explanation.


Paris
The first and second levels are accessible by stairways and lifts. A ticket booth at the south tower base sells tickets to use the stairs which begin at that location. At the first platform the stairs continue up from the east tower and the third level summit is only accessible by lift. Once you are on the first or second platform the stairs are open for anyone to ascend or descend regardless of whether you have purchased a lift ticket or stair ticket. The actual count of stairs includes 9 steps to the ticket booth at the base, 328 steps to the first level, 340 steps to the second level and 18 steps to the lift platform on the second level. When exiting the lift at the third level 15 more steps exist to ascend to the upper observation platform. The step count is printed periodically on the side of the stairs to give an indication of progress. The majority of the ascent allows for an unhindered view of the area directly beneath and around the tower except during brief stretches of the stairway that are enclosed.
The Eiffel Tower
The Eiffel tower at sunrise, seen from the Place du Trocadero.

How to join text to a frame or figure?

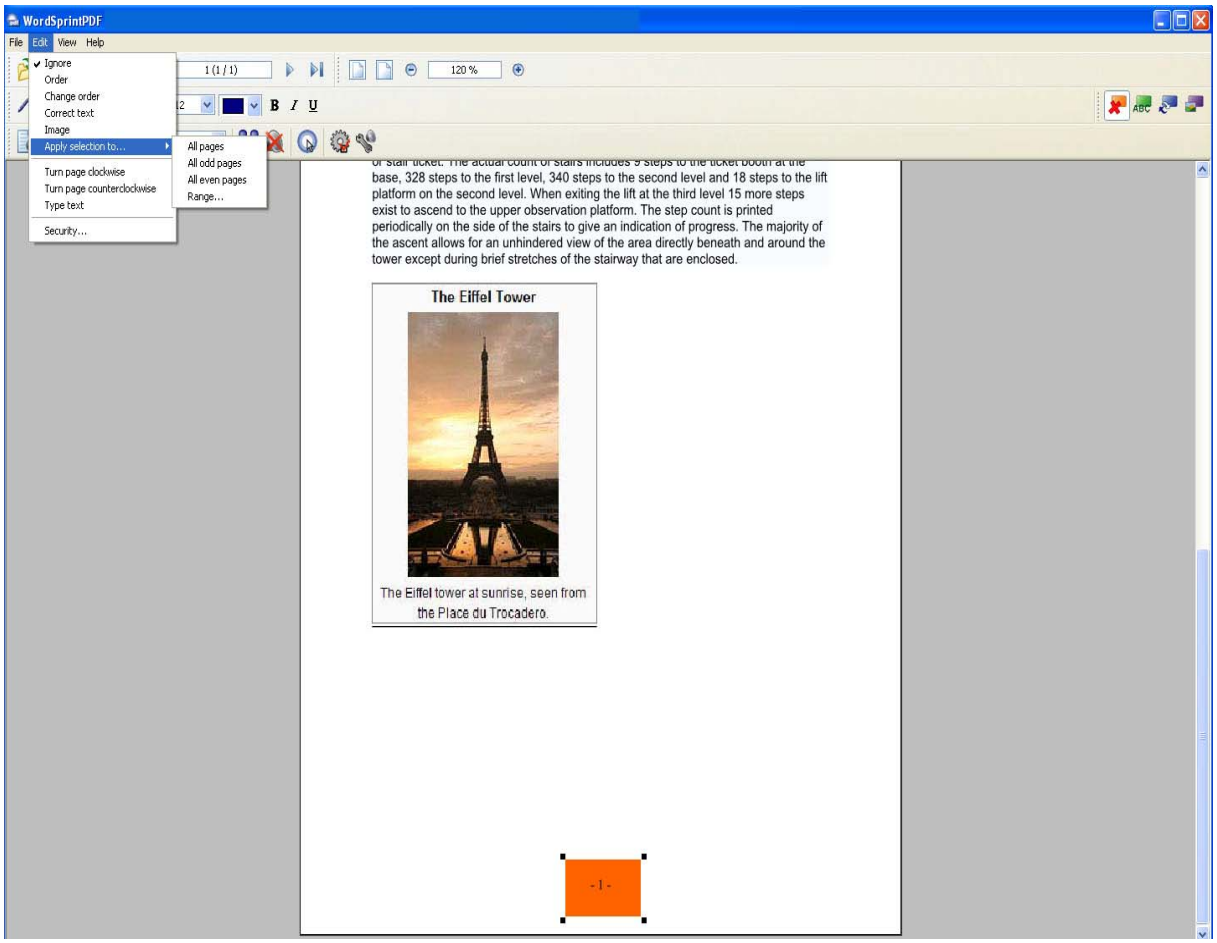
With the image tool you can also join text to a frame or figure.
Click the image tool.
Select with the purple field the figure.
Right mouse click. The *correction window* appears.
Type the text in the correction window.
Click Ok.
WordSprintPDf will read the introduced text when you click the frame.

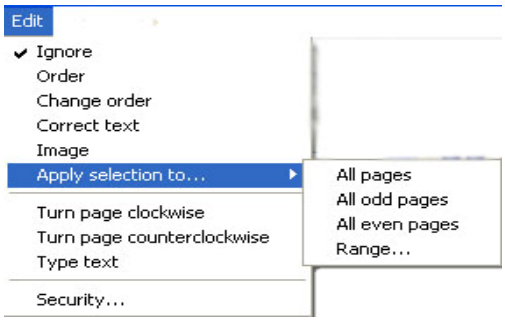

Paris
The first and second levels are accessible by stairways and lifts. A ticket booth at the south tower base sells tickets to use the stairs which begin at that location. At the first platform the stairs continue up from the east tower and the third level summit is only accessible by lift. Once you are on the first or second platform the stairs are open for anyone to asc
ave purchased a lift ticket or stair ticket.
the ticket booth at the base, 328 ste
evel and 18 steps to the lift platform on th
rd level 15 more steps exist to ascen
count is printed periodically or
progress. The majority of the ascent allc
y beneath and around the tower except
enclosed.
Correction
Corrected text:
Delete
OK
Cancel
The Eiffel tower at sunrise, seen from the Place du Trocadero.

Extra

How to apply a function to the entire document?
A function can be applied to an entire document. For example; if you don't want to hear the page numbers on each page of a document you can apply the ignore tool for page numbers to the whole document.

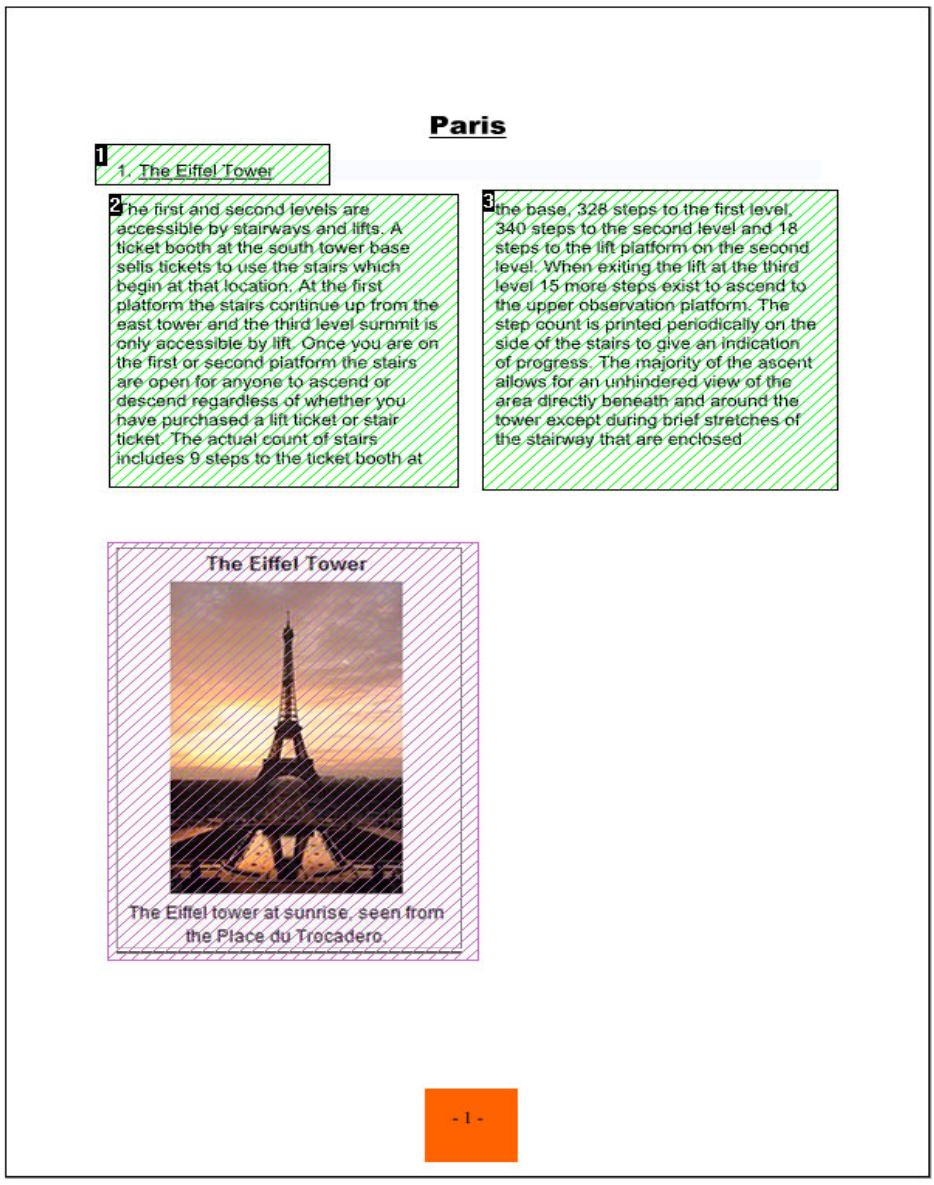
- Click the tool of your choice: ignore tool, order tool, correction tool or image tool.
- While holding the left mouse button, move the coloured field over the text or figure.
- Click the coloured field.
- Black squares appear on the field. Go to the menu bar and select **Edit > Apply selection to…**
- You can choose whether you want to apply the selection to
    - All pages
    - All odd pages
    - All even pages
    - Range (to select pages)


WordSprintPDF
File Edit View Help
Ignore
Order
Change order
Correct text
Image
Apply selection to...
Turn page clockwise
Turn page counterclockwise
Type text
Security...
All pages
All odd pages
All even pages
Range...
1 (1 / 1)
120 %
base, 328 steps to the first level, 340 steps to the second level and 18 steps to the lift platform on the second level. When exiting the lift at the third level 15 more steps exist to ascend to the upper observation platform. The step count is printed periodically on the side of the stairs to give an indication of progress. The majority of the ascent allows for an unhindered view of the area directly beneath and around the tower except during brief stretches of the stairway that are enclosed.
The Eiffel Tower
The Eiffel tower at sunrise, seen from the Place du Trocadéro.
- 1 -



How can I see what has been edited on a document?

If you click any of the tools, every part of the text where the tools (ignore, order, correction, image) are active becomes visible in the document. The edited parts are indicated by coloured shaded areas or by a crossed field.

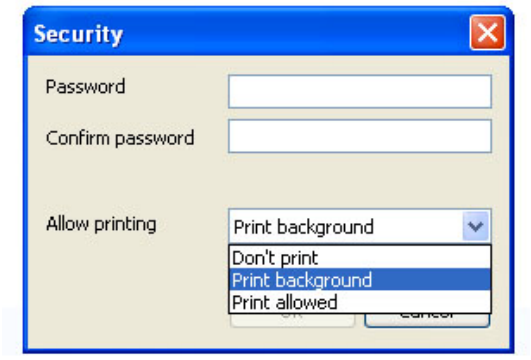

Paris
1
1. The Eiffel Tower
2
The first and second levels are accessible by stairways and lifts. A ticket booth at the south tower base sells tickets to use the stairs which begin at that location. At the first platform the stairs continue up from the east tower and the third level summit is only accessible by lift. Once you are on the first or second platform the stairs are open for anyone to ascend or descend regardless of whether you have purchased a lift ticket or stair ticket. The actual count of stairs includes 9 steps to the ticket booth at
3
the base, 328 steps to the first level, 340 steps to the second level and 18 steps to the lift platform on the second level. When exiting the lift at the third level 15 more steps exist to ascend to the upper observation platform. The step count is printed periodically on the side of the stairs to give an indication of progress. The majority of the ascent allows for an unhindered view of the area directly beneath and around the tower except during brief stretches of the stairway that are enclosed
The Eiffel Tower
The Eiffel tower at sunrise, seen from the Place du Trocadero.
- 1 -

Click a field and press delete to undo a tool. If you want to delete several actions, then press Ctrl + left mouse click and select the fields you want to delete.

How to save a file as a secure PDF document?

In SprintPDF a text is always secured. The copy, paste and cut actions can not be used. Moreover you can give your PDF document a higher security. You can choose to save your document as a **Sprint Secure PDF** (SSP-extension). In that case this document can only be opened with SprintPDF. In this format there is a print security.

- Choose **Edit > Save as…**
- Choose between **PDF** or **Sprint Secure PDF**. Choose **Sprint Secure PDF**.
- Choose a name for your document.
- Select *Save.*
- Enter your password.
- A **Security** window appears.
- Choose a password. You will only need this password to adapt the print security there after, you won't need it to open the document.
- Confirm your password.
- Choose:
    - **Don't print:** only de added answers or text can be printed, not the document.
    - **Print background:** The PDF document will be printed shaded, to prevent copying it. The answers are printed plain. This way the teacher can read the answers of the student next to the shaded printed questions.
    - **Print allowed:** The entire PDF document will be printed.
    - Select **OK.**



Note: You can only read Sprint Secure Documents with SprintPDF.

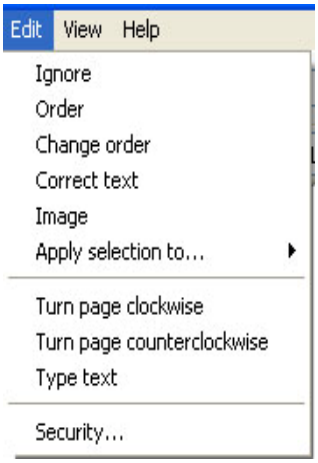
How to change the secured settings of a Sprint Secure Document?

Choose **Edit > Security…** in the menu bar.
Insert your password.
Adapt the print security.
Click **OK**.

The Menu Bar

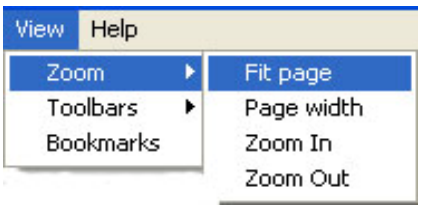
Go to the menu bar and select **Edit**.
Choose one of following functions:

Ignore
Order
Change Order
Correct text
Image
Apply selection to…
Turn page clockwise
Turn page counterclockwise
Type text
Security

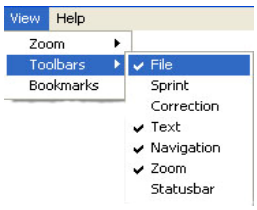


You can also adapt the view of your page in the menu bar. Choose **View > Zoom**.

- Fit page
- Page width
- Zoom in
- Zoom out



Make the toolbars you want appear on the screen: go to **View > Toolbars.** The selected toolbars will be visible in the SprintPDF window. You also can choose Not to display some toolbars.



Chapter 7 - WordSprint and dyslexic children (tips for parents and professionals)

7.1 Remediation

The parent, speech therapist or teacher can use Sprint for remediation or exercise. A few tips.

Improving spelling

Tip 1
Dictate a sentence. The child types the sentence. Have WordSprint read after every word or every sentence. The child then immediately hears a number of errors.

Tip 2
The child spontaneously types a text. Have Sprint read word per word or sentence per sentence.

Tips 3
Teach the child how to use the spelling checker. Teach it how to use WordSprint for a reading control.

Tip 4
Teach the child how to use the 'homophones' function.

Facilitating reading

Tip 1: Analysis to synthesis
Have Sprint read the words sound by sound (analysis). The child pronounces the word. The computer reads again (synthesis).

Tip 2: Synthesis to analysis and back to synthesis
De computer reads the word. The child spells. The computer reads again.

Beginning readers
Text

Tip 3: Tracking WordSprint's reading
Have Sprint read the text (that contains words with the difficulties you want to practise). Use the Highlights. That way, the child can easily follow the position in the text. The child tries to read the text as WordSprint is reading.

Tip 4: Preparing difficult words
Mark the words you want to prepare. Have Sprint read the marked words. Discuss the difficulties.
Practise partly skills (depending on the problem word). Auditory synthesis, auditory analysis, knowledge of the letters, learning to recognize sound-character clusters ...
After practising, the pupil reads the marked words in the text. After every word, have WordSprint read the word so that the pupil can check its pronunciation.

Tip 5: Integrating difficult words
Disable the marked words. The pupil now reads the text as the computer voice reads it.

Forcing the pace

Tip 6: Following with the eyes
First have Sprint read the text at normal speed and after that at higher speed. The child tries to follow in the text with the eyes.

Tip 7: Automation of texts
Have WordSprint read the text. The child reads as the computer voice reads. Daily force up the speed. Exercise the same text for a whole week.

7.2. Compensating

Tips for parents, teachers and instructors.

Tip 1: Typing characters and hearing what you type
In the beginning, have Sprint read every character that the child types.

Tip 3: Pre-teaching reading
Have WordSprint read texts that will be treated in the classroom in advance. That way, pupils will experience success.

Tip 4: Tests and exams
When reading is very laborious for a pupil, you can have Sprint read tests and exams. The child can use a head phone so that the other pupils are not disturbed.

Tips for youngsters and parents

Tip 5: Homework and lessons
Reading lessons
Concentrate on listening.
Structure the text. Mark key words and main ideas.

Tip 6: Typing and listening
Type the key words or short bits of text. Have WordSprint read them. Typing can help to memorize.

Chapter 8 - Tips for students and adults

8.1 Studying

Tip 1: Listening
Have Sprint read texts that you have to study.
Listen to the text several times. Use different speeds. Choose the speed that works best for you.
Ask your teacher or instructor to provide you with the course in Word.
If that is not possible, scan the texts or course books.

Tip 2: Marking and summarising
Mark titles with the same colour: chapter titles, paragraph titles.
Mark conclusions or definitions with another colour.
You can also colour the contents according to a system. For instance:
new concepts, names, dates = yellow = memory work
definitions of concepts, explanation of concepts, names and dates = green = key
explanation properties, characteristics, answers to how-question = red
examples = blue
Have WordSprint summarise the text. You then get a text which contains only the marked bits.
Have Sprint read the text again. Study! Check!

8.2 Reading

Tip 1: Reading and font
Try different fonts and decide on the right one for you. (Arial, Comic, Times new roman ...) Increase the font size if necessary. This way you can read the text and follow. Have WordSprint mark in colour what you are reading. Keep up the speed. This way, you train your reading skills.

Tip 2: Reading the newspaper
Subscribe to the digital version of a newspaper. Have Sprint read it.

Tip 3: Mails and internet
Have WordSprint read mails and website texts. Have Sprint read at different speed and decide on the right one for you. You can choose the reading speed in the WordSprint program or in Word or hold the right mouse button on the Sprinter icon and choose the speed. WordSprint will use the same speed when reading mails or internet texts.

8.3 Writing

Tip 1: Avoiding errors
If you want to send a mail, first type your text in Word. Use the spelling checker. Then have Sprint read your text. You will hear the spelling errors. Use the 'Homophones' function as a control. Correct, copy and paste the text in your email.

Tip 2: Word prediction
This is especially useful if you frequently doubt the spelling of words and if you type slowly. Type some characters and WordSprint predicts what your want to type. Click the right word. This way, you need less key strokes. Moreover, you know that the word is spelled correctly.

How?

Type a character. A list of (for instance) ten words appears.
These ten words start with that character.
The list contains words you are likely to type.

Example:
You want to type the word ' immediately ' correctly.
After typing the 'i', the program will suggest words like 'in' and 'it'.
After typing the third character 'imm' the list suggests The word 'immediately'.
With one more keystroke (F1 or 1 to select the word, for more explanation see following chapter 'Skippy'), the complete word is on your screen, spelled correctly. Word prediction proceeds very quickly.

This means you only need four keystrokes to see the correct spelling of 'immediately' on the screen. Word prediction thus proceeds very quickly.

The program will remember the words which you frequently use and will predict those sooner. Of course you have to type the first characters correctly. If you

start with an ‘n’ to write down the word knowledge, then the prediction tool won’t help.

This option is less useful if reading is very laborious for you, since the selection of the correctly spelled word first requires reading of the prediction list.

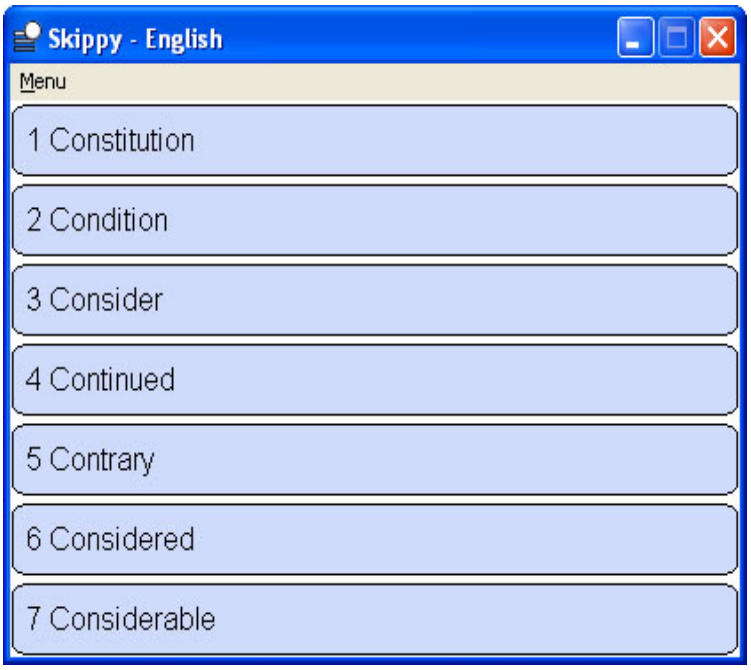
Skippy

Word prediction

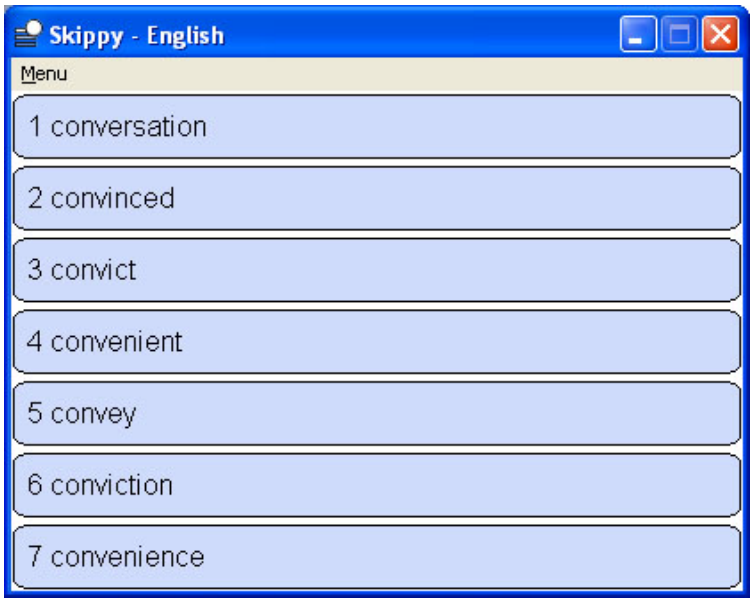
Chapter 1 – What is Skippy?

Skippy is a powerful word prediction program that helps you with typing. The program can predict the word you want to type. At each character you type, Skippy adjusts the prediction list. Skippy can be used with any word processor. With word prediction you can save a huge amount (up to fifty percent) of the normal keystrokes.

Example: When you type 'con', Skippy displays the following words. All of these words start with 'con': constitution, condition, consider, continued, contrary, considered, considerable.



As soon as you type an extra character, Skippy adjusts the wordlist. To write the word 'conversation', typing the characters c, o, n and v should suffice to make the complete word appear in the list.



Click the word in the list to insert it into the text automatically. You can also select the word by means of the keyboard (see chapter 2).
When a word is inserted, Skippy adds a space. When a complete word has been typed, Skippy predicts the following word (word pairs).

Skippy can learn your own vocabulary. Thus words which you frequently use will be predicted even faster. Skippy contains numerous options to adapt the prediction to the needs and wishes of the user.

Chapter 2 – Selecting a prediction

There are three ways to select a word from the prediction list:

- Click on the word you want to insert into the text from the prediction list.
- Use the function keys F1 to F10 to select a word from the prediction list. Use F3 to select the third word from the prediction list. To be able to use the function keys for selection, click **Menu > Settings > Extra** and check the option **Use function keys to select predictions**.
- Use the keys of the numeric keypad to select a word from the prediction list. Use numeric key 7 to select the seventh word from the prediction list. To be able to use the numeric keypad for selection, click **Menu > Settings > Extra** and check the option **Use numeric keypad to select predictions**.

Use the function keys F11 and F12 to scroll the prediction list. Use F 12 to display the next list of predictions, Use F11 to display the previous list.
The - and + of the numeric keypad can be used for the same purpose. For this, make sure that, under **Menu > Settings > Extra**, the option **Use numeric keypad to select predictions** is checked.

Chapter 3 – Derivations and compositions

Skippy makes it easy to type derivations and compositions. Suppose you want to type the word 'greengrocer'. When the letters g and r are typed, the word 'greengrocer' is not in the prediction list yet, but the word 'green' is.

Insert the word 'green' into the text and press Backspace to delete the automatically added space. The prediction list now contains only words starting with 'green'. The word 'greengrocer' is one of them.

Select the word ‘greengrocer’. Skippy now automatically replaces the word ‘green’ by ‘greengrocer’. That way you type the word ‘greengrocer’ (and a space) with only 5 keystrokes:

- type ‘g’
- type ‘r’
- select ‘green’
- use Backspace to remove the space
- select ‘greengrocer’

In this example, no less than 7 keystrokes are saved.
The same procedures can be followed to type compositions such as ‘safety-belt’ or derivations such as ‘foundations’.

Chapter 4 – Wordlists

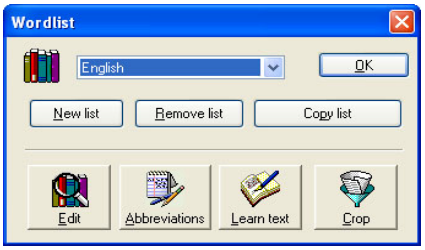
Skippy bases its predictions on an extensive wordlist. That wordlist contains information on words and word pairs. By modifying a word list, predictions can change. Skippy can learn your own vocabulary. You can have Skippy modify the word list as you are typing. Or Skippy can learn existing text files. You can also edit the word list manually and even create new word lists.

For most texts, the standard wordlist will do. If you frequently write texts on football, for instance, you would better use a wordlist that contains a lot of specific football expressions and idioms. The program can also combine, for example, the standard English wordlist with a 'football wordlist'.

In this chapter you will learn how to select, create and modify a word list.

4.1 Selecting a wordlist

To select a wordlist, click **Menu > Wordlist**.



Select a wordlist from all existing wordlists in the top window.

4.2 Creating a wordlist

To create a new word, click **Menu > Wordlist**. Click **New list** in the **List** dialogue box. Give the new wordlist a name. The new wordlist is still empty. To fill the list, you have Skippy:

- Learn words as you type
- Learn words by means of existing text files
- Add words to the wordlist manually

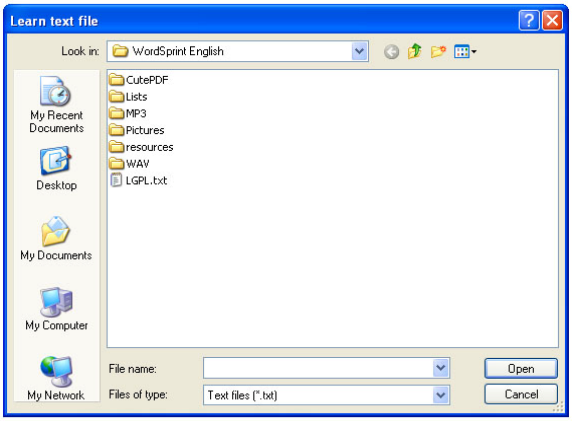
4.3 Modifying a wordlist

Modifying as you type
Skippy can learn new words and/or word pairs as you are typing. Skippy will then also adjust the frequency of words that are already in the list, depending on how many times a word is typed. This way words which you type frequently will appear in the prediction list a lot sooner.
To modify the wordlist as you type, choose **Menu > Settings**. In the **Learning** part of the **Prediction** tab, check the option **Add every new typed word**. Skippy can

- Learn single words only
- Learn word pairs only
- Learn both single words and word pairs

If you do not want the contents of an original wordlist to change, you should not check this option or you should copy the original word list and make changes in that copy only.

Modifying by means of text files
Click **Menu > Wordlist**. Select the list you want to modify. Click **Learn text**. Now select one or more text files you want Skippy to learn.



The words and/or word pairs from those text files are added to the wordlist. Make sure that the text files have been saved as normal Windows text files (ASCII format).
Click **Open** and choose one of the following options:

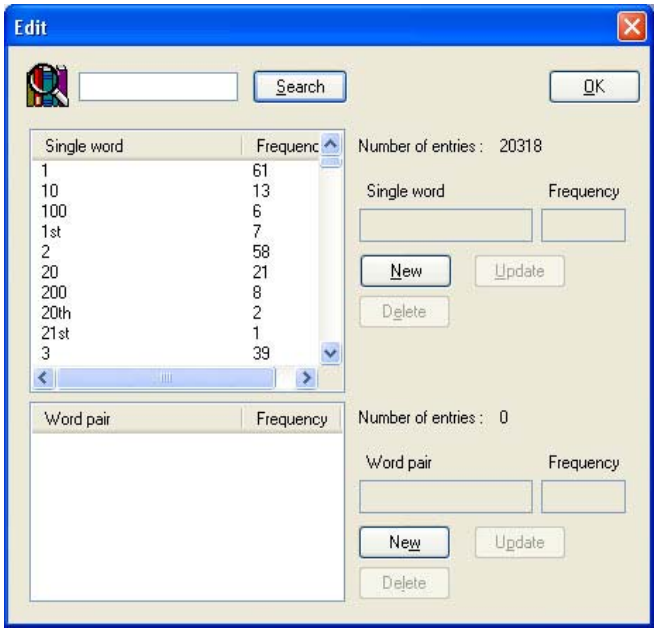
- Learn single words only
- Learn word pairs only
- Learn both single words and word pairs

Click **Start**. Skippy now starts building a wordlist based on the selected text files. Click OK if you actually want to include the words and/or word pairs in the wordlist.

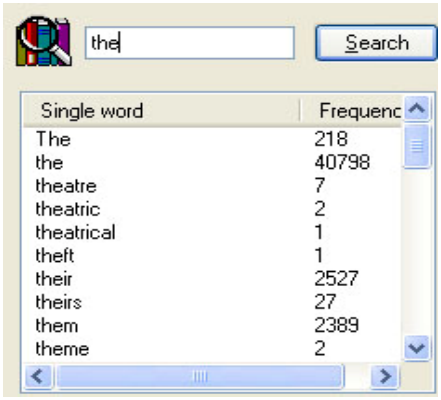
Copying wordlists allows you to create new wordlists without having to modify the original wordlists. Copy the standard English wordlist and give the copy a name. Skippy can then learn other words from text files (on the subject football, for example) and put those words into the new wordlist. That way, Skippy can rapidly predict football expressions, but also the regular English words and word pairs.

Modifying a wordlist manually
You can add words to the wordlist so that they will appear in the prediction list. You can delete or correct words (e.g. words that are spelled incorrectly) from a wordlist. You can change the frequency of words so that they will appear sooner or later in the prediction list.

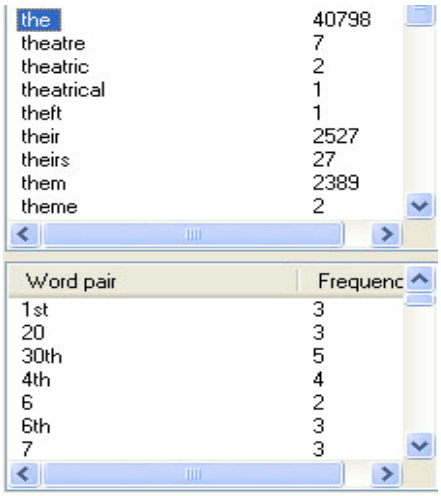
Click **Menu > Wordlist > Edit**.



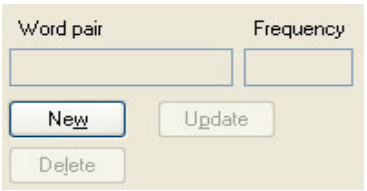
In this dialogue box, there are several editing possibilities:
You can search for a word. Type e.g. 'the' and click Search. Skippy now jumps to the first word starting with 'the' in the list (in this case 'the' itself). This word is followed alphabetically by all other words starting with 'the'. Next to every word, its frequency is displayed.



Click the word 'their', for instance. Now, the words that frequently follow 'their' in a text, appear alphabetically in the word pair list.



The items in both lists are ordered alphabetically. They can also be ordered on the basis of their frequency by clicking **Frequency** on top of the list. To order them alphabetically again, click **Word** or **Word pair** again.
Click **New** to add new words or word pairs to the wordlist. The spaces next to the list become blank. Fill out the word or word pair you want to add to the list.



To add a word pair to the list, type both words and space them. Make sure that also the frequency of the word or word pair is filled out. When you link up a word (pair) with a high frequency, it will appear in the prediction list very soon. After filling out the blank spaces, click **Add** and the new word (pair) is added to the list.

To remove an item from one of the lists, first select the item. Then click **Delete** or press the Del key. Note that, when a word is deleted, all word pairs containing that word are deleted as well.
To adjust the frequency of a word (pair), first select the item. Then fill out the new frequency and click **Update**.

Note that words in a word pair need to have at least a frequency of 3 as a single word. When you want to add a new word pair to the list, but the words' frequencies are lower than 3, Skippy will ask whether those frequencies should be adjusted.

4.4 Adding abbreviations to a wordlist

Adding abbreviations to a wordlist can be useful to type e.g. names, to correct typing errors, to type a complete sentence very quickly, etc. Click **Menu > Wordlist > Abbreviations** to add an abbreviation to a wordlist.

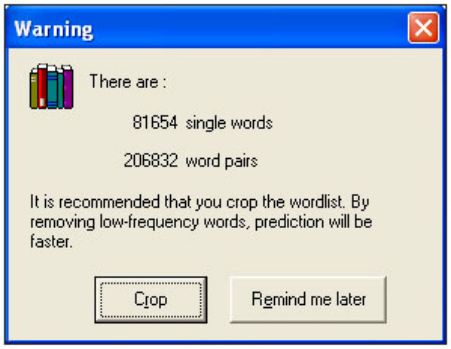
Click **New**. The two bottom windows become blank. In the first one (Abbreviations), fill out the new abbreviation (e.g. 'js'; 'dept'; 'ifgt'). In the second one (Expansion), fill out its expansion ('John Smith'; 'department'; 'I feel good today.'). Click **Add**.
The abbreviation is added to the wordlist. Every time the abbreviation is typed, Skippy will place its expansion (along with other predictions) in the prediction list.
Skippy can also automatically replace the abbreviations in a text by its expansion. Click **Settings > Extra** and check the option **Insert expansion automatically when abbreviation has been typed completely**.
Adding abbreviations and their expansions to a wordlist can also be helpful to automatically correct frequent spelling errors. Add, for example, the

abbreviation 'teh', with 'the' as its expansion. Whenever 'teh' is typed in a text, Skippy will correct this error and replace 'teh' by 'the'.

To delete abbreviations from a wordlist, first click the item and then **Delete**. To update abbreviations, first click the item, then change its expansion in the bottom window and click **Update**.

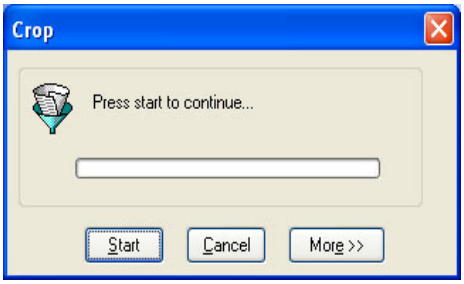
4.5 Cropping a wordlist

When a wordlist gets too full, prediction may slow down. In this case, Skippy indicates this at start up and mentions the number of words and word pairs in the wordlist. Skippy recommends cropping the list.


Warning
There are :
81654 single words
206832 word pairs
It is recommended that you crop the wordlist. By removing low-frequency words, prediction will be faster.
Crop
Remind me later

Click **Crop** to delete words with a very low frequency from the wordlist.
Click **Remind me later** to just use the wordlist as before. Prediction will probably not work as fast as before.

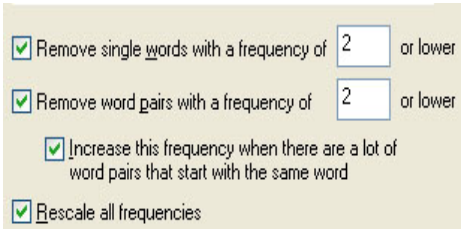
Click **Menu > Wordlist > Crop**.
The **Crop** dialog box appears.



Click **More** in this dialog box and determine whether Skippy should

(c) Remove words with a frequency of … or lower

(d) Remove word pairs with a frequency of … or lower

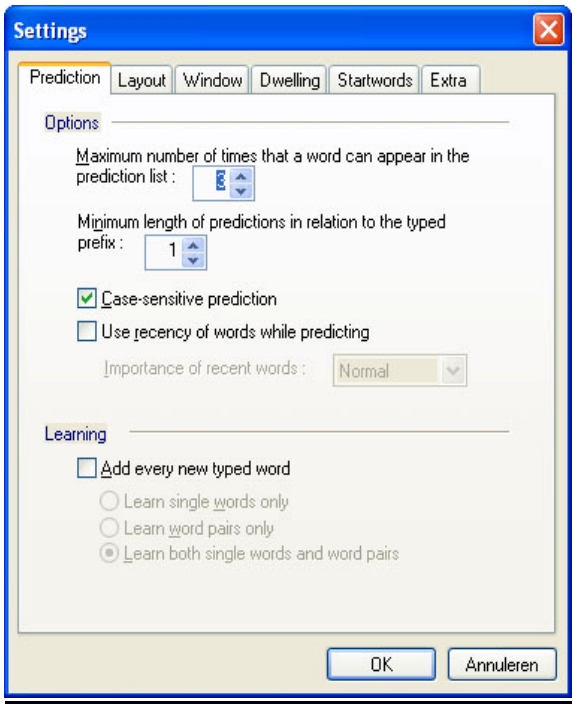

Remove single words with a frequency of
2
or lower
Remove word pairs with a frequency of
2
or lower
Increase this frequency when there are a lot of word pairs that start with the same word
Rescale all frequencies

When you check the option **Rescale all frequencies**, Skippy will lower all frequencies. If you crop several times in a row, the wordlist will continue to shrink.
Click **Start** to start the cropping.

Chapter 5 – Settings

Skippy contains a lot of settings that allow you to personalize prediction. Click **Menu > Settings** and choose one of the six tabs: Prediction, Layout, Window, Dwelling, Startwords or Extra.

5.1 Prediction



Maximum number of times that a word can appear in the prediction list
When 3 is filled out here, and you successively type the characters 'f', 'o' and 'u', Skippy predicts the word 'found' after every keystroke. When you type 'n', Skippy no longer includes 'found' in the prediction list, but replaces it by another prediction.

Minimum length of predictions in relation to the typed prefix
When 1 is filled out here, and you type 'hi', Skippy predicts the word 'him' (among others). When 2 is filled out here, and you type 'hi', Skippy does not predict 'him' since this prediction is only 1 character longer than the typed prefix.

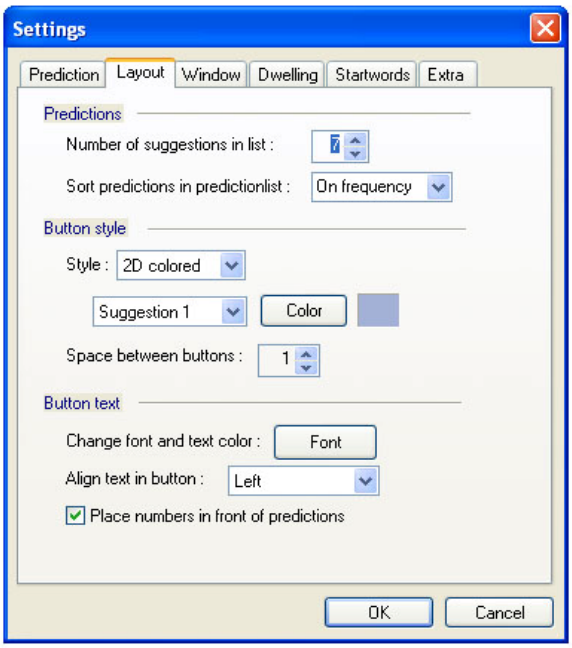
Case-sensitive prediction
With this option, Skippy distinguishes between small and capital letters.

Use recently and frequently used words while predicting
When a word (e.g. football) is frequently used in a text, the chance that this word will be used again is big. With this option, that word appears in the prediction list a lot sooner than others. You can set the importance of recent words at a normal, high or very high level.

Add every new typed word
With this option, Skippy adds every new typed word to the wordlist. Skippy can

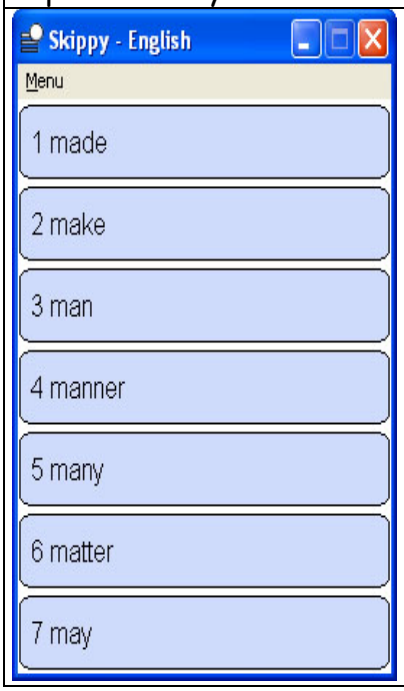
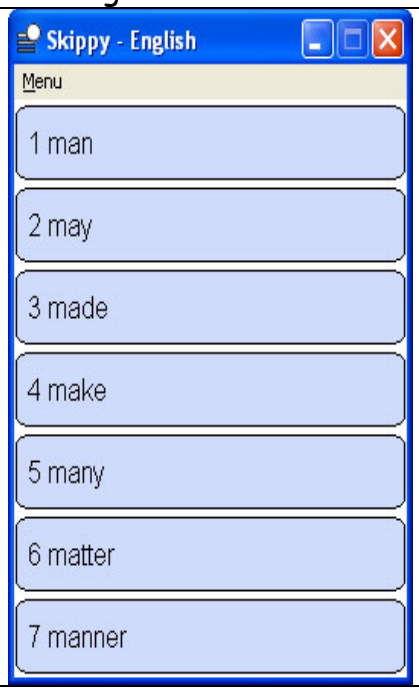
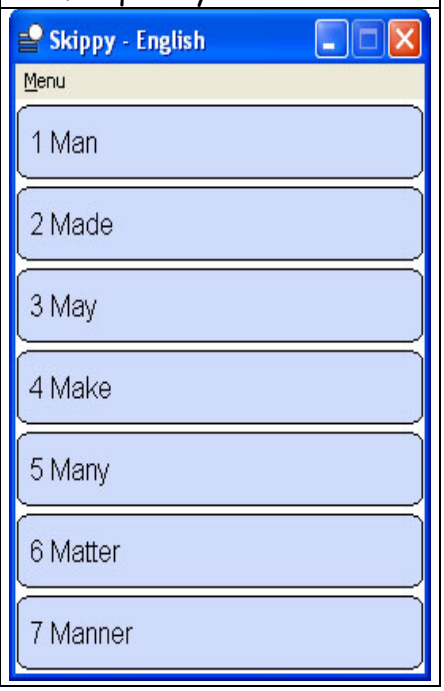
- Learn words only
- Learn word pairs only
- Learn both words and word pairs

5.2 Layout



Predictions
Choose how many predictions Skippy should put in the prediction list. The prediction list can contain as many as ten predictions.

Within the **Sort** option, you can select to display the predictions in alphabetical order, on length or on frequency.

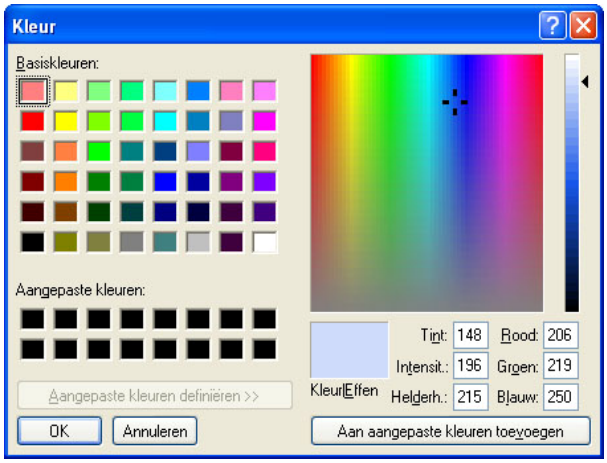
Alphabetically	On length	On frequency
		

Button style

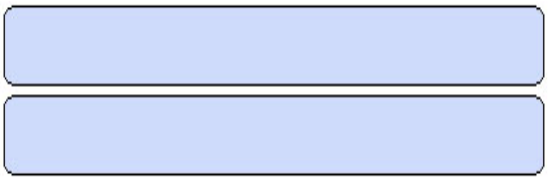
You can change the style of the buttons in the prediction list from 'None' to Classic, 2D coloured, 3D coloured or Rounded.

Button style	Example
None	
Classic	
2D coloured	
3D coloured	
Rounded	

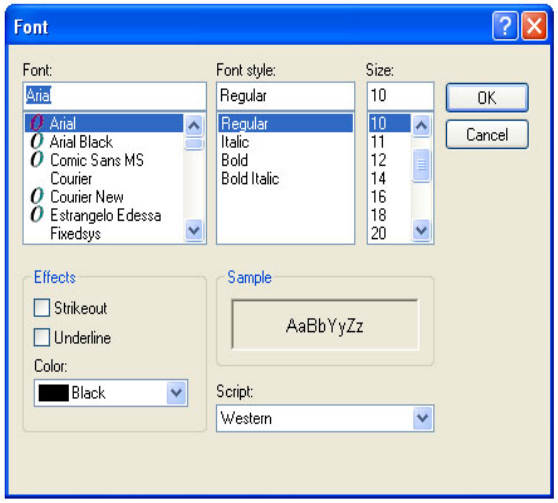
Click **Colour** to change the colour of the buttons. With the Classic button style, you cannot choose a colour.



When you select the colour for the first button, Skippy asks whether it should apply this colour for all buttons. Click No if you want to select a different colour for every button.
The **Space between buttons** option allows you to adjust the space between the buttons in the prediction list.



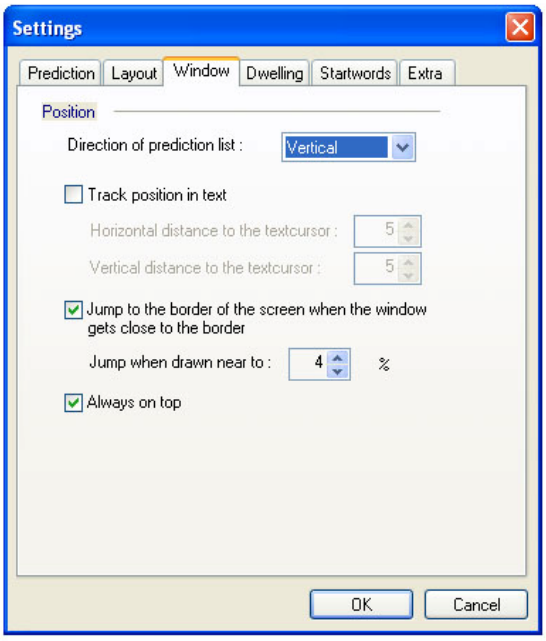
Button text
Click **Font** to change the font and the colour of the text on the buttons in the prediction list.



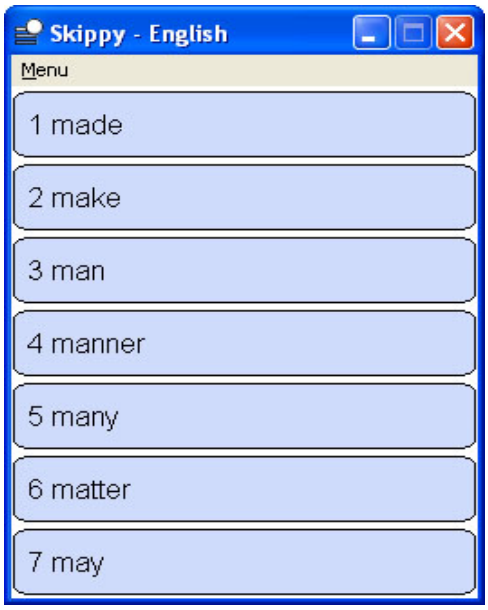
Select the font, font style and font size in the dialog box. You can also change colour of the text.

Skippy can align the text in the buttons with the left edge or the center of the buttons.
You can also place numbers in front of the predictions.

5.3 Window

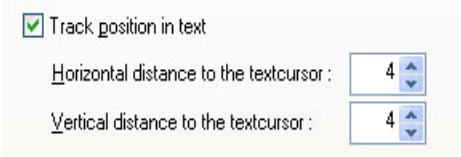


Direction of prediction list
Choose to organize the predictions in the list vertically or horizontally.



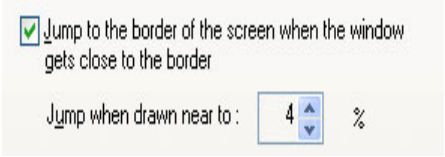
Track position in text

Check this option to have the prediction list follow the position of the cursor in the text. This option can speed up the view on the predictions and consequently also typing. You can set the horizontal and vertical distance value between the list and the cursor from 1 to 100.



Jump to the border of the screen

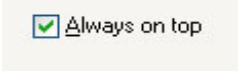
When this option is checked, the prediction list jumps to the border of the screen whenever the window gets close to it. This option prevents that part of the list becomes invisible. It also allows you to position the window more easily. For this option, set a percentage from 0 to 15. When the distance between the border of the screen and the list becomes less than that percentage, the prediction list automatically jumps to the border of the screen.



You cannot check this option when the prediction list tracks the position of the cursor in the text.

Always on top

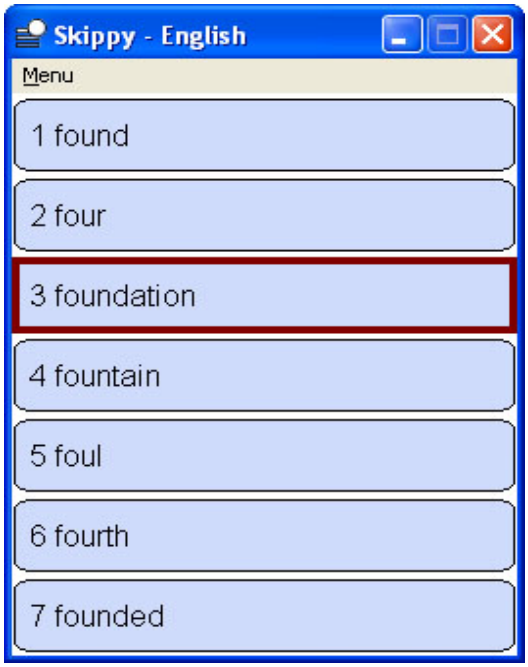
This option makes sure that the prediction list is never covered with other windows.



5.4 Dwelling

With dwelling you can select a word from the prediction list without clicking it. Simply place the mouse pointer on the prediction. Skippy automatically selects the word after a certain period of time.

Suppose you want to type the word 'foundation' and you have already typed the characters 'f', 'o' and 'u'. When the **Use dwelling** option is checked and the time interval is set at 1000 milliseconds, you can place the mouse pointer on the third prediction. A coloured border then surrounds the button. After the expiration of one second, Skippy inserts the word 'foundation' into the text.

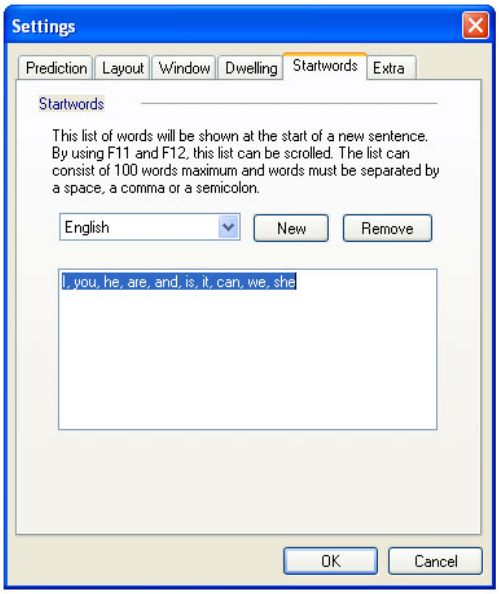


When the option **Use progress bar** is activated, a progress bar runs over the button the mouse pointer is on. When that progress bar has completely surrounded the button, the button text is selected and inserted into the text.

When the option **Automatic repeat** is activated, Skippy first selects the prediction on the button (i.e. after expiration of the set time interval). When the mouse pointer is not removed from that button after that, the next prediction on that same button is inserted into the text after expiration of the set time interval.
When the option **Automatic repeat** is not activated, Skippy will not resume its dwelling action until you move the mouse pointer again.
You can also change the width (from 1 to 10) and the colour of the progress bar.

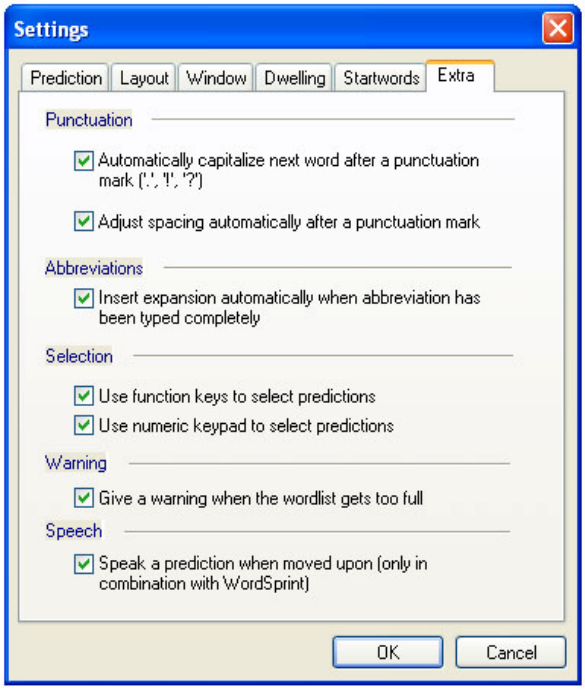
5.5 Startwords

At the end of a sentence, Skippy cannot use word pairs because the next sentence can start with any word. In that case, Skippy uses startwords. These are words which are frequently used at the beginning of a sentence. They are not part of the selected main wordlist. Startwords form a separate wordlist. This list can contain at most 100 words.


Settings
Prediction
Layout
Window
Dwelling
Startwords
Extra
Startwords
This list of words will be shown at the start of a new sentence. By using F11 and F12, this list can be scrolled. The list can consist of 100 words maximum and words must be separated by a space, a comma or a semicolon.
English
New
Remove
I, you, he, are, and, is, it, can, we, she
OK
Cancel

You can create new startword lists: click **New** and give the new list a name.
You can remove an existing list by clicking **Remove** in the same tab.
To add words to a new or existing list, type those words in the window below the selected list. Separate the words with a space, comma, or semicolon.

5.6 Extra



Punctuation
Skippy can

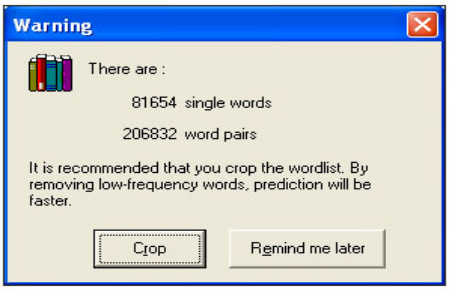
- Automatically capitalize next word after a punctuation mark ('.', '!', '?')
- Adjust spacing automatically after a punctuation mark (Skippy then deletes the added space before the punctuation mark and adds a space after the punctuation mark)

Abbreviations
With this option, an expansion is inserted into a text automatically whenever its abbreviation has been typed (including the following space)

Selection
Choose the keyboard tools you want to use to select predictions. Checking these two options activates all selection tools:

- Use function keys to select predictions
- Use numeric keypad to select predictions

Warning
If this option is checked, Skippy warns you when the selected wordlist contains more than 80,000 words or more than 250,000 word pairs. When a wordlist gets too full, prediction may slow down. Skippy indicates this at startup and mentions the number of words and word pairs in the wordlist. Skippy recommends cropping the list.


Warning
There are :
81654 single words
206832 word pairs
It is recommended that you crop the wordlist. By removing low-frequency words, prediction will be faster.
Crop
Remind me later

Click **Crop** to delete words with a very low frequency from the wordlist.
Click **Remind me later** to just use the wordlist as before.

Speech
The speech option in the Extra tab can only be useful when you work with Sprint or the Word toolbar. WordSprint then reads a prediction when you point at it.

Chapter 6 – System menu options

Click the icon in the caption bar to display the system menu:

Here you can switch off the caption bar:

To reposition the Skippy window in this case, click 'Skippy' in the taskbar and use the arrow keys. To close Skippy, right click on the Skippy window in the taskbar and choose **Close**.
The caption bar reappears when you right click Skippy's window border.

In the system menu, you can also switch off the menu bar. When you switch off the caption bar, the menu bar disappears too.

Appendix

I. UK English

Vowels and diphthongs

SYMBOL	TRANSCRIPTION	AS IN:
i	*'bit*	*beat*
I	*'bIt*	*bit*
E	*'bEd*	*bed*
@	*'m@p*	*map*
A	*'kA*	*car*
A+	*'pA+t*	*pot*
^	*'b^t*	*but*
o	*'bOt*	*bought*
U	*'bUk*	*book*
u	*'but*	*boot*
$	*$.'ba&Ut*	*about*
EO	*'tEOn*	*turn*
e&I	*'be&It*	*bait*
O&I	*bO&I*	*boy*
a&i	*ba&I*	*buy*
a&U	*da&Un*	*down*
o&U	*So&U*	*show*
I&$	*'hI&$*	*here*
E&$	*'DE&$*	*there*
U&$	*'pU&S*	*poor*

Consonants

SYMBOL	TRANSCRIPTION	AS IN:
j	*'ju*	*you*
w	*'wit*	*wit*
R+	*'R+a&Id*	*ride*
l	*lEt*	*let*
p	*'p@n*	*pan*
t	*t@n*	*tan*
k	*'k@n*	*can*
b	*'bO&I*	*boy*
d	*'de&I*	*day*
g	*'gA+t*	*got*
? (glottal stop)	*?it*	*eat*
f	*'fa&In*	*fine*
T	*'Tin*	*thin*
s	*'sin*	*sin*
S	*'Sa&In*	*shine*
v	*'va&In*	*vine*
D	*'D@t*	*that*
z	*'zo&Un*	*zone*
Z	*'vI.Z$n*	*vision*
h	*'hEd*	*head*
t&S	*'t&SEO+t&S*	*church*
d&Z	*'d&Z^nK.g$l*	*jungle*
m	*'ma&I*	*my*
n	*'no&U*	*no*
n	*'sA+nK*	*song*

II. US English

Vowels and diphthongs

SYMBOL	TRANSCRIPTION	AS IN:
i	*'fil*	*feel*
I	*'fIl*	*fill*
E	*'fEl*	*fell*
@	*'k@t*	*cat*
A	*'gAt*	*got*
^	*'k^t*	*cut*
O	*'fOl*	*fall*
U	*'fUl*	*ful*
u	*'ful*	*fool*
$	*$.la&U*	*allow*
EO	*'kEOR+t*	*curt*
O	*'dOr*	*door*
eéI	*'fe&Il*	*fail*
a&I	*'fa&Il*	*file*
a&U	*'fa&Ul*	*foul*
o&U	*'go&UI*	*goal*

Consonants

SYMBOL	TRANSCRIPTION	AS IN:
j	*'jEs*	*yes*
w	*'waéI*	*why*
r+	*'R+Ip*	*rip*
l	*'lIp*	*lip*
p	*'pIt*	*pit*
t	*'tAp*	*top*
k	*'k@t*	*cat*
b	*'bIt*	*bit*
d	*'dIg*	*dig*
g	*'gAt*	*got*
? (glottal stop)	*'?it*	*eat*
f	*'f@t*	*fat*
T	*'Tin*	*thin*
s	*'sil*	*seal*
S	*'Sip*	*ship*
v	*'v@t*	*vat*
D	*'Den*	*then*
z	*'zil*	*zeal*
Z	*'li.Z$R+*	*leisure*
h	*'h@t*	*hat*
téS	*'k@t&S*	*catch*
d&Z	*'d&ZEOR+.ni*	*journey*
m	*'m@n*	*man*
n	*'b^t*	*nut*
n	*'R+InK*	*ring*